



## Town of Holbrook

### ASSISTANT TREASURER

*In accordance with Article XX of the current collective bargaining agreement between the Town of Holbrook and the International Union of Public Employees Local 151 (Town Clerical Employees), members of the bargaining unit are notified the Town of Holbrook is seeking qualified applicants for the vacancy for the position of fulltime Assistant Treasurer. The following job is hereby posted:*

The Town of Holbrook seeks a customer service focused, thorough and organized individual for the fulltime (35 hours/week) Assistant Treasurer.

Responsibilities and duties include, but are not limited to the following: performing a variety of detailed accounting functions, including reconciliation for all municipal bank accounts, treasurers cash book, and related employee health insurance accounts, and the accountant's or auditor's ledger(s), along with processing of adjustments, debt service management and other assigned projects. Ability to understand, interpret and apply complex federal and state local regulations is essential. Ability to work cooperatively and effectively with colleagues as well as the general public is a must; as is the ability to process confidential information. As the position may serve as the Treasurer/Collector in his absence candidates must be eligible for fidelity bonding.

Qualifications and experience: Experience in a Treasurer/Collector's office is necessary. The candidate must be computer literate and be proficient in Excel and Microsoft Word. A high school diploma and/or Junior College certificate is necessary.

Compensation: International Union of Public Employees Local 151 Grade 3 (\$25.04 per hour) plus benefits.

Work Schedule: Monday, Wednesday, Thursday 8 a.m. – 4 p.m., Tuesday 8 a.m. – 7 p.m., Friday 8 a.m. – 12 p.m.

Supervision: Under the direction of the Treasurer/Collector

Physical Demands: Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, stand, speak and hear, reach with hands and arms, and use hands to operate office equipment. Vision requirements include the ability to read routine documents, and use a computer.

How to apply: Applicants should forward a cover letter and resume via email to Bobbie Lee Curry, Human Resources Director, [bcurry@holbrookmassachusetts.us](mailto:bcurry@holbrookmassachusetts.us) Deadline July 5, 2019.